



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

**Employee Requisition**

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 05/11/2016	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>REPORTER</b>			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: COMMUNICATIONS	Location: Okmulgee	Location Code: 62	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Contributes to the official publication of the Muscogee (Creek) Nation, Muscogee Nation News in aspects including; reporting, writing and photography. Provision of department desktop publishing and information requests.
Principal Duties and Responsibilities:	Receives assignment or evaluates news leads and news tips to develop story ideas. Gathers and verifies factual information regarding stories through interview, observation and research. Organizes material, determines emphasis and writes story according to prescribed editorial style and format standards. Edits, or assists in editing for publications of the MNN. Assists editor with news stories and updates for the newspaper by establishing Mvskoke Media within all tribal departments as well as communicates with Creek communities, tribal towns, ceremonial grounds and churches for coverage and content retrieval.
Minimum Requirements:	Analytical skills, Design, Problem solving and project management abilities. Some newspaper or editorial experience.
Preferred Requirements:	B.A. in Journalism and/or Mass Communication with experience at an editorial or newspaper.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**Competencies:**

**Customer Service:** Responds promptly to customer needs.

**Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.

**Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.

**Written Communication:** Writes clearly and informatively; Able to read and interpret written information.



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<b>Teamwork:</b>	Balances team and individual responsibilities.
<b>Visionary Leadership:</b>	Inspires respect and trust.
<b>Ethics:</b>	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
<b>Organizational Support:</b>	Follows policies and procedures; Supports organization's goals and values.
<b>Quality:</b>	Demonstrates accuracy and thoroughness.
<b>Quantity:</b>	Completes work in timely manner.
<b>Safety and Security:</b>	Observes safety and security procedures.
<b>Attendance/Punctuality:</b>	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
<b>Dependability:</b>	Follows instructions, responds to management direction.

#### **Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.  
☐ Physical Exam Required

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☒ Outside weather conditions ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.